

**Adopted Rule Amendments to:**

**§369.1. Display of Licenses.**

**§369.2. Changes of Name or Address.**

---

***Please note that these are ADOPTED amendments, but they will not be in effect until 10/1/2015, at which time, the adopted rule sections will replace the rule sections of the same name and number in the current rules. Please [click this link](#) to view the current rules.***

***Introduction:***

*The amendments to these sections will clarify existing policies with regard to the display of licenses and changes of name and address.*

*A change to §369.1 will allow for new licensees, upon verification of their licensure status and expiration date on the Board's verification page, to provide services. This means that such licensees no longer need to wait to receive their license physically in hand before beginning to work or represent themselves as OTs or OTAs.*

*Changes to the section also clarify the process to request a replacement license. Changes to §369.2 clarify name changes. The amendments include cleanups and grammatical revisions, as well.*

**§369.1. Display of Licenses.**

(a) Licenses must be displayed in accordance with the Act, §454.214.

(b) The original license must be prominently displayed in the licensee's principal place of business as designated by the licensee. The wallet-sized license must be carried by the licensee when in other practice settings. Reproduction of the original license is only authorized for institutional file purposes and not for public display.

(c) A new licensee with a regular or temporary license may provide occupational therapy services according to the terms of the license upon online verification of current licensure and license expiration date from the Board's license verification page. The Board will maintain a secure resource for verification of license status and expiration date on its website.

(d) A licensee shall not make any alteration(s) on a license.

(e) The Board may issue a copy of a license to replace one lost or destroyed upon receipt of a written request and the appropriate fee from the licensee. The Board may issue a replacement copy of a license to reflect a name change upon receipt of a written request, the appropriate fee, and a copy of the legal document (such as a marriage license, court decree, or divorce decree) evidencing the name change.

**§369.2. Changes of Name or Address.**

(a) A licensee or applicant shall notify the Board in writing of changes in name, residential address, business address, mailing address, email address, and/or supervisor within 30 days of such change(s). A copy of the legal document (such as a marriage license, court decree, or divorce decree) evidencing a change in name must be submitted by the licensee or applicant with any written notification of a change in name. To request a replacement copy of the license to reflect a name change, refer to §369.1 of this title (relating to Display of Licenses).

(b) Failure to provide the changes requested in subsection (a) of this section may cause a licensee to be subject to disciplinary action.